



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5512.1A
H&S Bn
NOV 15 2022

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 5512.1A

From: Commanding General
To: Distribution List

Subj: CAMP LEJEUNE IDENTIFICATION CARD CENTER

Ref: (a) DoD Instruction 1000.13, "ID Cards for
Members of the Uniformed Services, Their Dependents, and
Other Eligible Individuals," January 23, 2014
(b) MCO 5512.11E
(c) 10 U.S.C. Section 1060b

Encl: (1) Types of ID Cards
(2) All Military and Family Members ID Cards
(3) Civilian Personnel ID Cards
(4) Requirements for DEERS Enrollment/ID Card Issuance
(5) Report of Lost or Stolen Identification Card
(6) Civilian Employee Clearance Checklist
(7) Department of Defense List of Acceptable Identity
Documents
(8) Appointment/Termination Record - Authorized
Signature

1. Situation

a. The Camp Lejeune Identification (ID) Card Center was established during 1981, when the Department of Defense (DoD) mandated that all Military personnel, family members, retirees, and civil service personnel be issued ID Cards through the Defense Enrollment Eligibility Reporting System (DEERS) via the Real-time Automated Personnel Identification System (RAPIDS).

b. During November 1999, this process was modified to include most civilian contracted personnel within the DoD system. Additionally, during this timeframe the ID card was changed to the Common Access Card (CAC) for issuance to Active and Reserve Military personnel, civil service, and most contracted personnel DoD wide. References (a) and (b) establish guidelines for the issuance of ID cards.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

2. Cancellation. MCIEAST-MCB CAMLEJO 5512.1 Ch 1.

3. Mission

a. To establish regulations governing the issuance and recovery of all ID cards (military and civilian). This Order also sets forth procedures and responsibilities for the operation of the Camp Lejeune ID Card Center.

b. Summary of Revision. This Order has been completely revised to update policies and procedures in accordance with the references. This Order should be reviewed in its entirety.

4. Execution

a. ID cards are issued at the Camp Lejeune ID Card Center in Building 59, Molly Pitcher Drive located in the Joseph Randy Reichler Reception Center (JRRRC). The hours of operation are normally from 0730-1515 Monday through Friday. There is a satellite office located at RR4 Rifle Range Road at Stone Bay. Their hours of operation are from 0630-1415 Monday through Friday. The ID Card Centers are closed on weekends and Federal holidays.

b. The Camp Lejeune ID Card Center located at the JRRRC requires an appointment for services. Appointments are available Monday - Friday between the hours of 0740 and 1515. Customers can be received on walk-in basis each day and put on a waiting list. However, appointments have priority.

c. There are many forms of DoD mandated Military ID cards, as well as several categories of civilian personnel. This Order will cover issuance of all these forms of ID cards for all personnel aboard this Installation as identified in enclosure (1). Enclosure (2) covers military and family members ID cards required by law. Enclosure (3) covers the different ID cards for the civilian personnel. Enclosures (4) through (8) provide other requirements pursuant to this Order and the references.

d. All ID cards covered in this Order are the property of the U.S. Government and must be safeguarded against fraudulent use, loss, or mutilation. Their loss must be immediately reported to the Camp Lejeune ID Card Center. Upon termination of employment, all ID cards must be turned into the Camp Lejeune ID Card Center. An expired ID card offered to the Camp Lejeune ID Card Center will not be returned, but will be discarded per current regulations.

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e. The improper loaning, use, and altering of ID cards constitutes an offense under reference (c) and violators are subject to punishment in accordance with existing Federal law.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corp Base, Camp Lejeune and all Camp Lejeune ID Card Center customers.

b. Signal. This Order is effective the date signed.



E. J. ADAMS
Chief of Staff

DISTRIBUTION: A/C (plus H&S Bn and WTBn)

Copy to: Dir, JRRRC

Types of ID Cards			
CATEGORY	PHOTO	COLOR/TYPE OF CARD	EXPIRATION DATE
Military Personnel (Active Duty, Selected Reservists)	YES	CAC	3 years from date of issuance/End of Active Service (EAS)
Inactive Reservists/Guard	YES	DD2 (RES) /GREEN	End of Obligated Service
Transition Assistance	YES	DD 2765/TAN	180 Days
Military Retirees	YES	DD 2S (RET) /BLUE	*See Note 4
Disabled American Veterans (DAV)	YES	DD 1173/TAN	INDEF
Family Members of Active Duty and Retirees	YES	DD 1173/TAN	4 years from date of issuance/EAS
Former Spouses	YES	DD 1173/TAN	*See Note 1
DoD Civilian Employees	YES	CAC	3 years from date of issuance
Appropriated Funds (GS/WG)	YES	CAC	3 years from date of issuance
Non-Appropriated Fund (NAF)	YES	CAC	*See Note 2
Civilian Retirees	YES	Civilian Retiree ID card	8 years from date of issuance
Non-DoD Civilians/Other Federal Agencies	YES	CAC	*See Note 3
Technical/Contracting Employees	YES	CAC	3 years from date of issuance or end of contract, whichever comes first
Special NOTES:			
1. Must meet the requirements of the Former Spouses Protection Act.			
2. NAF Flex employees may be shorter depending upon what is entered into their data feed.			
3. Sponsorship is REQUIRED.			
4. Expiration Date on the front will match the expiration date on the back, which is one month before the 65 th birthday. Done as a reminder to update your DEERS with Medicare PART A and B for Tricare for Life.			

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All Military and Family Members ID Cards

1. The Camp Lejeune ID Card Center is responsible for the preparation of ID cards, DEERS enrollment for privileges and benefits, and related documentation for:

- a. Active Duty;
- b. Reservists;
- c. Transition Assistance;
- d. Retirees;
- e. DAV;
- f. Family members of active duty and retirees;
- g. Former Spouses;
- h. DoD contractor/Civil Service/other Federal and NAF employees; and
- i. Non-DoD personnel and Other Federal Agencies.

2. Requirements for ID cards vary in accordance with the references. It is the individual's responsibility to keep their ID card current and serviceable. Eligible personnel will provide an original or "certified true copy" of all required documents, per enclosure (3), to the verifying official when requesting DEERS enrollment or ID card issuance. Family members must have their sponsor present, a Power of Attorney, or a valid DD Form 1172-2 in accordance with reference (b) prior to the issuance of an ID card, or to make any changes to DEERS. Block 21 of the DD Form 1172-2 must state what documents the Verifying Official that prepared the DD Form 1172-2 has reviewed. The DEERS/RAPIDS Verifying Official, prior to issuing an ID card or making any changes to DEERS, must view the required documentation.

3. Administrative sections throughout the Camp Lejeune area are responsible for ensuring Marines' data is updated in the Marine Corps Total Force System or the military service authoritative service feed. They must also ensure Marines surrender their ID card at the termination of their contract. These ID cards must be

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returned to the Camp Lejeune ID Card Center for proper destruction in accordance with applicable laws and the references.

4. Military members must present a properly completed Report of Lost or Stolen Identification Card statement located in enclosure (4) before being reissued an ID/CAC card. Individuals should be cautioned to read the statement thoroughly and ask questions if appropriate.

5. The Camp Lejeune ID Card Center will ensure all above members are properly enrolled into DEERS for privileges and benefits of which they are entitled. All document and identification requirements must be vetted prior to the Verifying Official (RAPIDS Clerk) entering the information into DEERS.

Civilian Personnel ID Cards

1. The Camp Lejeune ID Card Center is responsible for the preparation of ID cards for all civilian personnel aboard Camp Lejeune.
2. Civilian personnel that have lost their ID card are required to complete a Report for Lost or Stolen Identification Card (see enclosure (4)) when coming in for a reissued ID card. Ensure you read and fill out the form completely.
3. The Civilian Human Resource Offices (CHROs) are responsible for creating these civilian categories that will be reported through the master service tapes/feeds to DEERS.
4. Supervisors will ensure their employees turn into the CHRO a completed Civilian Employee Clearance Checklist located in enclosure (6). Supervisors are responsible for ensuring their employees surrender their ID card upon termination of their employment.
5. Possession of Camp Lejeune Civilian ID Cards. The following civilian personnel are required to either have a DoD ID Card or a Camp Lejeune civilian ID card in their possession at all times while aboard Camp Lejeune. Enclosure (1) identifies what type of ID card would be issued to the below personnel:
 - a. Appropriated Fund (APF) Employees. Employees who are retired military personnel or family members of retired or active duty military personnel will be issued a CAC while employed as a DoD Civil Service employee.
 - b. NAF Employees. The Camp Lejeune ID Card Center will control and issue CACs to NAF employees authorizing NAF benefits.
 - c. Technical and Contracting Employees. Employees who are duly assigned by competent authority to an activity and render technical or professional assistance or service.
 - d. Retired Civil Service Employees. Retirees from any DoD service Agency with 20 or more years will receive a Civilian Retiree ID card. The purpose of this card is to establish identification and affiliation. There are no other privileges associated with this card. The retiree card is optional. The Installation Commander retains the authority to allow civilian employees access to Morale, Welfare, and Recreation facilities.

e. Non-DoD Civilians/Other Federal Services. Employees who are assigned to Federal agencies outside of DoD. Applicants for a CAC must be sponsored by a DoD government official or employee.

6. Procedures

a. APF Employees. New civilian employees will be entered into the DEERS/RAPIDS System by their CHROs through a data-feed. Once the employee shows up in DEERS, the employee will come to the ID Card Center and present two valid forms of identification, one which must be a photo ID. Renewals are also issued at the ID Card Center and require two valid forms of ID.

b. NAF Employees. NAF employees are entered through a data-feed by their HRO. Renewals should be re-verified by the CHROs prior to issuance.

c. Contractors. Contractors are entered into DEERS through the Trusted Associate Sponsorship System by the Trusted Agents. In addition, contractors deploying overseas must present a signed Synchronized Pre-deployment and Operational Tracker Letter of Authorization along with two valid forms of ID per enclosure (7).

d. Non-DoD Civilians/Other Federal Agencies. Sponsorship is a requirement for any civilian that works outside of the DoD that needs a CAC. The sponsor is the person affiliated with the DoD or other Federal agency who takes responsibility for verifying and authorizing the applicant's need for an ID card. A DD Form 577 in enclosure (8), must also be completed and filed with the local RAPIDS/Identification Card Center. The applicant must present two valid forms of identification per enclosure (7), along with a completed and signed DD Form 1172-2.

7. Recovery of Camp Lejeune Civilian ID Cards

a. These ID cards will be immediately returned to the Camp Lejeune ID Card Center whenever the civilian permanently departs the installation, retires, or is no longer an employee.

b. If an ID card is not recovered, the Camp Lejeune ID Card Center will be notified immediately, in writing, by the supervisors of the departments and activities, the private employer, or the sponsor of a civilian residing on the Installation, and the reason for non-recovery. This is so that any privileges may be revoked and that they are not allowed to enter the Installation.

<u>Requirements for DEERS Enrollment/ID Card Issuance</u>	
CATEGORY	DOCUMENTS REQUIRED
ALL SERVICES REQUIRE 2 VALID FORMS OF IDENTIFICATION	
Promotions	Must be entered through the sponsor's authoritative service feed
Reenlistments/Extensions	Must be entered through the sponsor's authoritative service feed
Lost/Stolen	Completed and signed Report of Lost or Stolen ID or Police Report
Reservist Going on Active Duty	Must be entered through the sponsor's authoritative service feed
Retired/Transfer Fleet Marine Corps Reserve	Retirement Orders or DD 214 (Member Copy 4)
Appellant Leave	Appellate Leave Orders or 10-Day Letter
Divorce	Absolute or Final Divorce Decree with file number and stamp signed by Judge (**See Note 1, 2)
Confiscated Cards	Receipt from responsible party
Spouse	State-certified Marriage Certificate
	State-certified Birth Certificate (**See Note 3)
	Social Security Number (SSN) card (**See Note 4), Valid photo ID, Divorce Decree (if applicable)
	Death Certificate (if applicable)
	**Foreign Spouses must present English translation of non-English documents from a certified translator and Passport or other documentation to prove legal status
Children	State-certified Birth Certificate (one parent's name must appear) (**See Note 5)
Newborns	Certificate of Live Birth (up to 90 days) with physician or hospital administration's signature
Stepchildren	State-certified Birth certificate, SSN card, Marriage certificate
Adopted	State-certified Birth certificate, Final Adoption Decree

Illegitimate Children	Notarized Affidavit of Parentage, Birth Certificate, and SSN card (**See Note 5)
NOTE	
1. Divorced sponsor must provide at least 50 percent support for child to rate commissary privileges.	
2. Divorced sponsor must provide over 50 percent support for child to receive moral, welfare, and recreation privileges.	
3. All Birth certificates must have at least one parent's name on it.	
4. The Social Security Card must be presented during initial enrollment. It is the only official document that contains the SSN. No copies or other documents that contain a SSN are valid for initial enrollment.	
5. ID Card issued for medical only. Benefits will begin on the date the child was born. Affidavit of Parentage must be filed with the state and contain a file number. Also pertains to children of divorced sponsors that do not fall under Notes 1 or 2.	

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Civilian Employee Clearance Checklist

CIVILIAN EMPLOYEE CLEARANCE CHECKLIST

CLEARANCE IN ACCORDANCE WITH BASE ORDER 12715 1, IS REQUIRED PRIOR TO SEPARATION FOR ANY REASON

Privacy Act Statement

Under the AUTHORITY 5 U.S.C. 1302 and E.O. 9397 (SSN), this form is for official use only. The PURPOSE of this form is to provide the Office of Personnel Management and other official repository's for records to maintain general personnel records, reports of personnel action, and the documents and papers required in connection with these actions effected during an employee's Federal service. ROUTINE USES of this form can disclose information to a Federal Agency in the executive, legislative, or judicial branch of government, in response to its request, or at the initiation of the agency maintaining the records, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, the issuance of a license, grant, or other benefits by the requesting agency, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision. DISCLOSURE is MANDATORY for proper documentation.

NAME SSN DEPT

NOTE TO SEPARATING EMPLOYEE: COMPLETE CLEARANCE REQUIREMENTS AS INDICATED. FAILURE TO PROPERLY CLEAR THROUGH THE BELOW LISTED OFFICES MAY RESULT IN A DELAY IN RECEIVING YOUR FINAL PAY.

SUPERVISOR: CERTIFY THAT GOVERNMENT PROPERTY CHARGED TO THE ABOVE EMPLOYEE HAS BEEN TURNED IN, RECOVERED, OR SHORTAGE REPORTED.

DATE: SIGNATURE:

PURCHASE CARD PROGRAM CARD TURNED IN DATE AO INITIALS
TRAVEL CARD PROGRAM CARD TURNED IN DATE AO INITIALS
DEFENSE TRAVEL SYSTEM DELETED DETACHED DATE ODTA INITIALS

I. SECURITY OFFICE (BLDG 1) (SIGNATURE OF SECURITY OFFICIAL) (DATE)

II. CHECK OUT (LAST DAY OF WORK) EMPLOYEE SHOULD ARRIVE AT THE CIVILIAN HUMAN RESOURCES OFFICE-EAST, BUILDING 33, BETWEEN 1430 AND 1500, WITH ALL ITEMS NOTED BELOW SIGNED OFF. TIME MAY VARY ACCORDING TO YOUR WORK SCHEDULE CHECK WITH YOUR SUPERVISOR FOR FURTHER GUIDANCE.

1. CIVILIAN PAYROLL (BLDG 8) A. LAST WORK DAY: B. EFFECTIVE SEPARATION DATE:

2. ID CARD CENTER (BLDG 59 on Molly Pitcher Road) A. TURNED IN CIVILIAN ID CARD ID CENTER OFFICIAL'S SIGNATURE DATE

3. VEHICLE REGISTRATION UNIT (BLDG 60 on Molly Pitcher Road) A. TURNED IN AUTO DECAL B. NO AUTO DECAL WAS ISSUED TO ME AS A CIVILIAN EMPLOYEE. (MILITARY/RETIRED/DEPENDENT) PMO SIGNATURE & RANK (SIGNATURE, IF APPROPRIATE)

4. STAFFING AND CLASSIFICATION ADVISORY SECTION (BUILDING 33) Table with 4 rows (A-D) and 2 columns (Provided by the HRSC-E via mail)

NATURE OF SEPARATION TO EMPLOYMENT FOR FINAL ACTION (DATE) FORWARDING ADDRESS

Department of Defense List of Acceptable Identity Documents

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

Primary Identity Source Document

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- Driver's license or an identification (ID) card issued by a state or possession of the United States provided it contains a photograph;
- U.S. Military ID card;
- U.S. Military dependent's ID card; or
- Personal Identity Verification (PIV) Card.

Secondary Identity Source Document

The secondary identity source document may be from the list above, but cannot be of the same type as the primary identity source document.¹ An expired Common Access Card or Uniformed Services Identification card may be used as a secondary identity source document for reissuance of the same type of identification card, but is not acceptable for initial issuance.

- U.S. Social Security Card issued by the Social Security Administration;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. Coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of Naturalization (Form N-550 or N-570);
- U.S. Citizen ID Card (Form I-197);

¹ For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).

- Identification Card for Use of Resident Citizen in the United States (Form I-179);
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment Authorization Card (Form I-688A);
- Reentry Permit (Form I-327);
- Refugee Travel Document (Form I-571);
- Employment authorization document issued by Department of Homeland Security (DHS);
- Employment Authorization Document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity; or
- Native American tribal document.

Appointment/Termination Record-Authorized Signature

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <small>(Read Privacy Act Statement and Instructions before completing form.)</small>		
PRIVACY ACT STATEMENT <small>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, and DoDFMR 7000 14-R, Vol. 5 PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</small>		
SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X as applicable)		
<input type="checkbox"/> DEPUTY DISBURSING OFFICER	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> PAYING AGENT
<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> COLLECTION AGENT
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> REVIEWING OFFICIAL
<input type="checkbox"/> OTHER (Specify)		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in block 17 below.		
16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)
		19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE